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Personnel

AIR FORCE AID SOCIETY (AFAS)

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This instruction establishes requirements for the operation and administration of the AFAS and implements Air Force Policy Directive (AFPD) 36-31, *Personal Affairs*. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*. All forms are requested through and supplied by HQ AFAS.

SUMMARY OF REVISIONS

This revision adds information dealing with corporate organization paragraph 4., AFAS organization within the Air Force paragraph 5., Air Force activities on Air Force Installations paragraph 6., sources of income paragraph 7., and general administration paragraph 8. A | indicates revisions from the previous edition.

1. Air Force Support of AFAS. The AFAS is the official charity of the Air Force, incorporated under the laws of the District of Columbia as a private, nonprofit organization which promotes the Air Force mission by helping "to relieve the distress of Air Force members and their families and to assist them to finance their education." The Air Force recognizes the value of AFAS services and resources and supports AFAS activities with manpower, office space, and communications. Laws, regulations and policy dictate the extent of support.

2. HQ AFPC Responsibilities. Headquarters Air Force Personnel Center, Directorate of Customer Assistance, Special Programs Branch (HQ AFPC/DPSTS), provides technical guidance and grants approvals on emergency cases after duty hours.

3. HQ AFAS Responsibilities. HQ AFAS and the Board of Trustees provide policy direction for AFAS operations and control of AFAS property and funds.

3.1. HQ AFAS publishes and distributes an Operations Guide. The Guide explains AFAS programs and policies, and AFAS sections will comply with the requirements as outlined in the Operations Guide.

4. Corporate Organization. A Board of Trustees provides policy direction for AFAS operations and for the control and disposition of AFAS property and funds. The Board consists of not more than 23 members. The Secretary of the Air Force; Chief of Staff, USAF and spouse; Deputy Chief of Staff Personnel, USAF; Deputy Assistant Secretary of the Air Force (Budget); Judge Advocate General of the Air Force; Surgeon General of the Air Force; Chief Master Sergeant of the Air Force; and Director of the AFAS are trustees by virtue of their position. The other trustees are elected and serve 3-year terms.

4.1. The president, vice president, secretary, and treasurer of the AFAS are officers elected by the Board of Trustees. The Deputy Assistant Secretary of the Air Force (Budget) is the Comptroller of the AFAS, and the Director of the AFAS is Vice President for Administration by virtue of their positions.

4.2. The Director, AFAS, is responsible to the Board of Trustees for implementing assistance policy established by the Board; formulating procedures to execute Board policy; day-to-day supervision of AFAS operations; and for controlling, accounting, and disposing of all funds and property of the AFAS.

4.3. HQ AFAS is established in Arlington, Virginia to assist the director in carrying out these responsibilities.

5. AFAS Organization Within the Air Force:

5.1. The Air Force chain of command executes AFAS programs in accordance with the provisions of this instruction, and the AFAS's Operations Guide. This instruction reflects policy established by the AFAS Board of Trustees and implemented by the director.

5.2. The Deputy Chief of Staff Personnel, HQ USAF (USAF/DP), publishes and disseminates guidance for the administration of the AFAS activities in the Air Force. The Air Force Personnel Center, Directorate of Customer Assistance, Special Programs Branch, (HQ AFPC/DPSTS), Randolph AFB TX 78150-4737, gives Air Staff direction to AFAS activities in the Air Force.

5.3. The Major Commands (MAJCOM) provide general supervision and surveillance over AFAS activities in their commands and:

5.3.1. Review and act to improve assistance operations provided by their assigned sections.

5.3.2. Make recommendations to establish, transfer, or deactivate AFAS sections.

5.3.3. Act on unusual situations such as loss of funds, embezzlement, or gross negligence.

5.3.4. Resolve nonconcurrences on audits, inspections, investigations, or procedural reviews.

5.3.5. Ensure compliance with HQ AFAS directives by AFAS sections.

5.3.6. Act on requests from HQ AFPC/DPSTS.

6. AFAS Activities on Air Force Installations:

6.1. AFAS Sections:

- 6.1.1. Provide AFAS support to active duty personnel serviced by the local Military Personnel Flight (MPF), active duty members in transit, eligible nonactive duty members, and members of the Army, Navy, and Marine Corps in transit.
- 6.1.2. Are a function of the Family Support Center (FSC) or MPF. However, AFAS sections may be established at an installation without a FSC or MPF if desired.
- 6.1.3. Maintain 24-hour response capability.

6.2. Installation Commanders:

- 6.2.1. Furnish necessary facilities, assign qualified personnel to perform the AFAS function, and supervise section operations.
- 6.2.2. Ensure that a continuing public relations program communicates the role of the AFAS to airmen and their families. Additionally, keep unit commanders and first sergeants informed of AFAS activities, policies, and procedures.
- 6.2.3. Appoint staff adviser.

6.3. Staff Adviser. The staff adviser is an officer in the grade of Captain or above, or equivalent civilian grade, preferably the Chief of the MPF, the Director of the Family Support Center, or a senior personnel officer and:

- 6.3.1. Reports to the installation commander on AFAS matters and assists in the administration of the section.
- 6.3.2. Designates an Air Force Aid Society Officer (AFASO) and assistant AFASOs as needed.
Note: There is no limit on the number of assistants, but there must be enough to perform section duties. They need not be junior to the AFASO.
- 6.3.3. Serves as liaison between the AFAS and the installation commander.
- 6.3.4. Approves or disapproves requests for assistance from eligible personnel according to guidance and levels of approval authority provided in the AFAS Operations Guide.
- 6.3.5. Supervises the AFASO.
- 6.3.6. Signs Checks.

6.4. Air Force Aid Society Officer (AFASO). AFASO is responsible to the staff adviser and the installation commander for administering the AFAS program. The AFASO may be a commissioned officer, noncommissioned officer (NCO), TSgt or above, or a civilian in the grade of GS-7 or above. The AFASO will:

- 6.4.1. Ensure the section provides emergency assistance to members in a compassionate way.
- 6.4.2. Administer the AFAS function according to this instruction and the AFAS' Operations Guide.
- 6.4.3. Safeguard and disburse AFAS funds through the AFAS checking accounts in accordance with guidance contained herein, and the AFAS's Operations Guide.
- 6.4.4. Publicize the AFAS throughout the year by:

- 6.4.4.1. Using the base information and news media (daily bulletin, base newspaper, etc.).
- 6.4.4.2. Providing frequent inputs for commander's call.
- 6.4.4.3. Ensuring the AFAS is listed in the base telephone book.
- 6.4.4.4. Ensuring the AFAS program is briefed at local INTRO programs.
- 6.4.4.5. Encouraging co-workers and base personnel to visit the AFAS office whenever they have an unforeseen financial emergency.
- 6.4.4.6. Exemplifying and instilling a positive "can do" attitude in all personnel associated with this function.
- 6.4.5. Assign specific duties in writing to assigned personnel for safeguarding checks, accounting for forms and keeping records as required by this instruction and the AFAS' Operations Guide.
- 6.4.6. Ensure adequacy of accounting controls. Supervisory and accountability responsibilities are not delegated.
- 6.4.7. Supervise section to include the preparation, maintenance, and prompt submission of required records and reports to ensure they are accurate.
- 6.4.8. Develop and maintain a cooperative relationship with local, state, and national social agencies and utilize their services.
- 6.4.9. Consult with the Legal Assistance Office in cases of foreclosure, eviction, and excessive indebtedness.
- 6.4.10. Maintain close contact with the American Red Cross (ARC) representative. To ensure effective coordination, contact the ARC through the ARC field director or local chapter. The AFASO reviews the assistance policies with the ARC chapter or field director every 6 months or when a new AFASO or ARC representative is assigned.
- 6.4.11. Inform the staff adviser and installation commander on AFAS policies and the types and volume of assistance.
- 6.4.12. Sign checks.
- 6.4.13. Coordinate with the Personal Financial Management Program (PFMP) Manager when financial counseling is required.
- 6.5. Assistant AFASOs.** Commissioned officers, NCOs in grade SSgt or higher, or civilians grade GS-6 or higher. They:
 - 6.5.1. Act for the AFASO during short absences.
 - 6.5.2. Counsel applicant and give assistance as authorized.
 - 6.5.3. Sign checks.
- 6.6. Commanders of Air Force Installations That Do Not Have an AFAS Section.** These commanders appoint by letter an AFASO who is a commissioned officer, a civilian GS-7 or above, or NCO grade TSgt or above for counseling and referral purposes. Commanders will:
 - 6.6.1. Ensure the AFAS is in the base telephone book.

6.6.2. Counsel applicants and make referrals to ARC, Army Emergency Relief (AER), Navy-Marine Corps Relief Society (NMCRS), or HQ AFAS as appropriate.

6.6.3. Ensure the AFAS is well publicized throughout the year.

6.6.4. Contact MAJCOM, HQ AFAS, or HQ AFPC for guidance on policy and procedures.

6.7. Limitation of Authority. AFAS officials are not authorized to:

6.7.1. Co-sign, endorse, or guarantee payment of commercial loans or become surety on a bond in the name of the Society.

6.7.2. Expend funds not authorized by this instruction or the AFAS' Operations Guide.

6.7.3. Delegate their responsibilities or authority.

| 7. Sources of Income:

7.1. Government funds are not received or used by the Society for relief purposes. The Society's income is derived from the following sources:

7.1.1. Annual Air Force Assistance Fund Campaign contributions.

7.1.2. Direct contributions from individuals.

7.1.3. Interest and dividends earned on investments.

7.1.4. Royalties from books, songs, etc.

| 8. General Administration:

8.1. Staff Relationships. The HQ AFAS, HQ AFPC/DPSTS, MAJCOMS, and AFAS sections usually communicate directly. HQ AFPC/DPSTS and HQ AFAS must coordinate and approve the activation, deactivation, and transfer of sections. AFAS sections get advice, assistance, and approval for waiver of policy on a case-by-case basis from the base chain of command or from HQ AFAS. AFAS sections maintain a day-to-day working relationship with HQ AFAS.

8.1.1. HQ AFAS issues a periodic list of AFAS sections. Report omissions and errors without delay to HQ AFAS. Report any anticipated changes as soon as they are known.

8.2. Establishing an AFAS Section:

8.2.1. The installation commander may establish a section with approval of the MAJCOM and AFPC, with notification to HQ AFAS. If the MAJCOM concurs, then MAJCOM personnel send the following information by memorandum to HQ AFPC/DPSTS, Randolph AFB TX 78150-4737, at least 30 days before the proposed activation:

8.2.1.1. Section name. Each section has the same name as the installation where it is located.

8.2.1.2. Mailing Address.

8.2.1.3. Name of AFASO, assistant AFASOs and AFAS staff adviser.

8.2.1.4. Proposed activation date.

8.2.1.5. Approximate military population to be served.

8.2.2. If approved, HQ AFPC, in coordination with HQ AFAS, tells the MAJCOM and installation commander the section number. HQ AFAS sends required supplies and AFAS forms directly to the new section. Commanders will:

8.2.2.1. Ensure AFASOs have a place for private interviews.

8.2.2.2. Identify AFAS officers at base level.

8.2.2.3. Use AFAS Form 26, **Report of Change in Installation Commander/AFAS Officer/ Staff Adviser/ Assistant AFASO**, to identify changes in these positions to HQ AFAS.

8.2.2.4. Use AFAS Form 26A, **Signature Card**, to provide signatures of those personnel authorized to sign checks (AFASO, assistant AFASO, staff adviser).

8.3. Bonding. HQ AFAS has a commercial blanket position bond which protects the Society from fraudulent or dishonest acts by persons assigned to AFAS duties.

8.4. Change of AFASO, Assistant AFASO, Staff Adviser, or Installation Commander:

8.4.1. Transfer section accounts to a new AFASO or to the staff adviser when the AFASO is or will be absent for more than 60 days.

8.4.2. Complete AFAS Forms 26 and 26A whenever a name on these forms must be changed. Complete, sign, and distribute all copies of these forms.

8.5. Account Discrepancies. The new AFASO does not have to take an account with apparent discrepancies; for example, check register, backup of AFAS Form 3, **AFAS Check Draft** (part C), and inventory of AFAS Forms 3 on hand. Report such discrepancies to the staff adviser and installation commander. The installation commander asks the responsible local Air Force audit agency to examine the account. If the area audit agency is not able to examine the account, then the installation commander appoints an investigating officer. The commander reports the findings to HQ AFPC/DPSTS through the MAJCOM.

8.6. Section Deactivations and MAJCOM Realignments. If section deactivation or MAJCOM realignment becomes known, advise HQ AFAS and HQ AFPC/DPSTS by message. (During minimize, use mail.) Accomplish notification immediately, but in no instance later than 90 days before deactivation and realignment instructions.

8.7. Income Tax Considerations:

8.7.1. The Internal Revenue Service has ruled that the AFAS is a private nonprofit corporation and is tax exempt. Refer all questions regarding taxability of the Society to HQ AFAS for reply.

8.7.2. Contributions and bequests to the Society are deductible as gifts to a charitable organization.

8.8. Audit Function:

8.8.1. A firm of certified public accountants audit AFAS HQ financial controls and accounts annually.

8.8.2. The Air Force Audit Agency audits section activities periodically.

8.8.3. The installation commander determines if an audit is necessary upon deactivation of a section.

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